



ETE Batch Maintenance Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
ETE Batch Maintenance	ZS02	Form	No	Yes	Yes	Yes		Used to maintain time entry batches.
ETE Time Record Extract	ZS535.prt	Report	Yes	No	No	No		Shows total # of employees and time records created in batch. Those not placed into a batch are on the error report.
ETE Time Record Interface	ZR530.prt	Report	Yes	No	No	No		Shows detailed time record data that was entered into HRIS for processing. Error report shows records that did not load. Message report shows records loaded but need review or correcting using XR32 or XR35.
ETE Missing Time Card Report	ZS210	Report	No	Yes	Yes	Yes		A report that lists employees who have not completed their time cards.
ETE Time Record Audit Report	ZS200	Report	No	Yes	Yes	Yes		An audit report that lists employee time record activity for a selected time period.
ETE Proxy Maintenance	ZS01	Form	Yes	No	No	No		Used to maintain proxy designations and grant access to an employee's time records based upon agency, process level, department or user level.